

## How to set the deadline for SMS operation records

If one of the company's ships is no longer in use, or an operation record needs to be modified/deactivated, the expiration date of the operation record can be set. When the deadline is reached, the system will no longer generate the operation record of the ship.

Users can log in to the website of OLSaaS, and operate in "SMS Management → Operation Record → SMS Task Setting" interface according to the following steps 1-3:

1. Click in turn to enter "SMS Task Setting" interface

2. Click to set the deadline

Display ...	File No.	Table No.	Table Name	Record Time	Vessel Name	Reporting Dept.	First upload time	Effective Time	Upload Period (...)	P.I.C. of Upload	Approver
0	0411	0411-01	船长轮机长副安全 生产责任制考核 表		Ashore,前进号,...		-	2023-04-11	Irregular	海务经理	体系办主任
0	20230214	23001	船员素质考核表		Ashore,前进号,...		2023-02-16	2023-02-14	1Month	船长	体系办主任
1	220413	0413	疫情期间来访登记 表		前进号,长胜号		-	2022-04-13	Irregular	船长	体系办主任
2	220510	09001	定期培训表		前进号,长胜号		2022-05-10	2022-04-25	2Month	船长	体系办主任

3. Select the vessel name and the deadline, and click "Confirm"

Note: If the user sets the deadline by mistake, you can click "Set Deadline" again. After selecting vessel name, you can resume the operation without entering the deadline and clicking "Confirm"; Or set the deadline as far back as possible.